



APPLICATION PROCESS

- ❑ Applications for employment are accepted only when a position is posted and advertised as accepting applications.
- ❑ Read the job announcement carefully, making sure you understand the requirements of the position.
- ❑ Make sure all the requested information is filled in completely and accurately on the City of Wilmington application. Just putting “see resume” is not acceptable.
- ❑ Don’t leave any gaps in your employment history.
- ❑ List job duties or skills that you have, which are relevant to the position.
- ❑ Proofread your application material.
- ❑ Write legibly, if you are handwriting your application.
- ❑ Include your resume and cover letter only as supplement documents, but not as replacements for the requested information.
- ❑ Sign and date your application.
- ❑ Return your application to the posted closing dates and times.

The City of Wilmington’s job listing is updated every week with the most current listings. Refer to www.wilmingtonnc.gov

OFFERS OF EMPLOYMENT

- ❑ **All new hire applicants will receive a conditional offer of employment in writing for the position pending the successful completion of pre-employment physical, criminal, driving and other pre-employment activities.**
- ❑ **All new hire applicants will also be required to submit degree verification and/or license/certification verification, if applicable.**
- ❑ **The above requirements must be successfully passed prior to the start date.**